CHAPTER 3

RESPONSIBILITIES

Overview

- **The commander’s role and responsibility**
- **The command Equal Opportunity Manager’s role and responsibility**
- **The Equal Opportunity Representative’s role and responsibility**
- **The Equal Opportunity Advisor’s role and responsibility**

All Commanders will:

- **Publish, implement, and enforce policy**
- **Promptly investigate complaints**
- **Publish a command EO statement**

Group/Regimental Commanders

- **Designate an officer or SNCO for collateral duty as the Command Equal Opportunity Manager (CEOM)**

Squadron/Battalion Commanders

- **Designate in writing, an Equal Opportunity Representative (EOR)**
  - **Must ensure the candidate is fully capable of dealing with issues that may be sensitive in nature**
  - **Does not create a conflict of interest with other duty assignments**

- **Commands that have sub-units far removed from their major headquarters should consider designating a sub-unit EOR**

Annual EO Data Summary Report

- **Data forwarded by EOR's annually in October to respective EOA**
  - **Snapshot of all CO's / XO's, down to company level, on deck as of 30 September of that FY.**
- **Reference appendix C**

Command EO Manager (CEOM)

- **Monitor EOR assignments**
- **Provide assistance to the EOA in organizing and scheduling commander, senior enlisted and EOR training**
- **Attend quarterly EO sustainment training**
- **Attend EOR Course**

Equal Opportunity Representative (EOR)

- Assigned for a minimum of one year
- Attend EORC and quarterly sustainment training
- Assist commanders in:
  - Establishing complaint procedures
  - Reviewing complaints
  - Conducting equal opportunity training
  - Conducting a review of command policy
  - Assessing the command climate
- Do not function as advocate for complainants
- Should not conduct inquiries or investigations
- Provide advice & information to both the complainant and the commander

Equal Opportunity Advisor (EOA)

- Assigned to major Marine Corps commands
- Provide assistance and advice on all EO matters
- Attend a Resident Course (DEOMI)

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